



# Human Resources Newsletter

## December 2005 News

### What's New, What's Hot

- **DOTD Process Improvements - HR Teams** - Team members have been selected and work will begin shortly to research best practices, perform "as-is" and "to be" analyses, and firm up implementation plans. The Performance Appraisal Team will work to enhance the PPR Program's efficiency and effectiveness. The Workforce Planning Team will implement a new program to identify, assess and develop employee talents/skills to meet the future staffing needs of the agency.
- **Louisiana Transportation Employees Association (LTEA) Invites New Members** - This social organization provides a great way for employees to meet fellow workers from other sections and districts. LTEA is comprised of approximately 150 members and meets twice a year: an annual meeting/luncheon in the spring and family picnic in the fall. Membership is open to all DOTD employees and retirees; dues are a mere \$.20 per pay period with payroll deduction available! Anyone interested in joining should contact Joseph Prudhomme, LTEA President, by email at Joseph.Prudhomme/section24/ladotd/us or (225) 379-1390.
- **DOTD Employee Hurricane Relief Fund** - A committee has been formed to set guidelines for distributing donations received to employees who suffered losses from the hurricanes. As of December 1, the Credit Union has received over \$7,000 from other State DOTs, private companies, DOTD employees, and others. Members of this committee include reps from the LA DOTD Credit Union, LTEA, Audit and HR Sections.
- **Mid-Year Performance Reviews Coming Up in January** - Now's the time for supervisors to plan and schedule the required mid-year employee performance reviews in January. Our new PPR cycle is based on the fiscal (July-June) year, and our policy requires that supervisors meet with employees during the month of January to informally review and discuss employee performance thus far.

### Special Events

- December 7 - Civil Service Commission Meeting
- December 14 - Training: Documenting for Performance & Discipline (HQ)
- December 20 - New Employee Orientation - HQ
- December 21 - Standing Committee on Human Resources (SCHR) Meeting
- December 26 - Designated Christmas Holiday



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( Continued )

### HR Unit Updates

#### Employee Relations Unit Update

**Medicare Referendum** - The deadline for casting your vote is December 31. If you've been notified of your eligibility to vote in the referendum and have not returned your ballot, please contact your supporting Human Resources Analyst asap. It is important that all eligible employees vote.

**Louisiana Deferred Compensation Loan Program** - The LDCP is implementing a loan program whereby members will be able to secure a loan using their deferred compensation savings balances. To obtain loan terms and other information, interested employees should click on this [website link](#) and enter as a Guest. You can also call the client service staff at KeyTalk (800-701-8255)

#### Personnel Management Unit Update

**Lotus Notes Version of PPR Form** - DOTD's Information Technology Newsletter, IT @ DOTD, recently published an article entitled "Lotus Notes: Common PPR Errors." Supervisors using the Lotus Notes version of the PPR form may access this article directly by [clicking here](#).

**Update on 360 Degree Feedback Program** - This program has been temporarily suspended until the start of fiscal year 06/07. As you may know, this feedback process allows managers and executives to obtain input from peers, subordinates, and customers for the purpose of professional/personal development.

#### Operations Unit Update

**Administrative Service (AS) and Protective Services (PS) Pay Schedules** - These revised pay plans are now available on our website under "Civil Service Pay Grids." [Click here to view the Administrative Service \(AS\) Pay Schedule](#) and [click here to view the Protective Services \(PS\) Pay Schedule](#).

**Civil Service Test Scores** - As of October 24, CS grades no longer have expiration dates; applicants are therefore not required to request extensions to keep their scores active.

**One-Stop Job Information and Test Finder** - This useful tool for job seekers is now available on the Civil Service web site. It allows viewers to easily access CS job specifications, testing/application information, and locations of available jobs throughout state government. [Click here](#) to access this improved service.

**Don't ever miss another great job opportunity!** Consider subscribing to a special feature on the Civil Service JOB SEARCH website which provides a free email notification service for job seekers. When postings match your request, the Job Search system will notify you of the vacancy via email. This subscription service can be accessed by [clicking here](#).